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RECOMMENDATION # 1

Discontinue maintenance of the Book and Periodical Procurement Log and utilize the IBM listing received monthly from OCR as the Section Control over rate of obligation of cost authorization.

JUSTIFICATION

Information appearing on the OCR monthly IBM listings relative to actual charges for items delivered as well as estimates for items on order appears adequate for utilization by the Logistics Section in maintaining control over the FE cost authorization to preclude over obligation. Closer controls could be initiated at such times as deemed necessary based upon a comparison of the rate of charges reflected on the IBM listing against the over-all authorization rather than on a continuing basis as at present.

Inquiries relative to the other use to which the Log has been put i.e.: follow-up on status of requisitions, can be satisfied by reference to copies of the requisitions (F-1395) presently being maintained. (An indication of favorable action being taken on this recommendation has been received from the Chief, Logistics Section.)

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**RECOMMENDATION #2**

Reduce the control on "In" dispatches to maintenance of an abstract on only those which are referred to another office for action or information.

**JUSTIFICATION**

25X1A

There is no regulation requirement for logging at this level. [REDACTED] records reflect the fact that a copy was routed to the Logistics Section and the proposed limited abstract file will reflect those forwarded out of the Section. All other dispatches should be either on the suspense board or in the Section files and the abstracts won't help find them if misfiled.

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**RECOMMENDATION #3**

Discontinue maintenance of both the "In" and "Out" Cable Logs. 25X1A

**JUSTIFICATION**

This Log does not appear to serve any practical purpose other than to reflect that a copy of all cables was received by the Section. There is no regulation requirement for logging at this level. [REDACTED] records reflect the fact that a copy was routed to the Section and the manner in which the Section cable files are maintained provide ready access to the cables as required for reference purposes.

(The Chief, Logistics Section has agreed to a 30-day test of this recommendation. During this period entries will continue to be posted to the Log, however, all inquiries will be serviced by direct reference to the cable files.)

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**RECOMMENDATION #4**

Discontinue posting of individual cost centers for each Job Order entered on the Reproduction Log.

**JUSTIFICATION**

The present degree of detail relative to costing of reproduction charges is excessive, in that a single cost authorization has been established for all reproduction charges within FE Division. If future requirements dictate costing of reproduction services to individual activity or project cost centers, it is recommended that the requirement for detailed bookkeeping activity be designated as a B&F Section function.

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**RECOMMENDATION #5**

Discontinue retention of copies of O/Commo, TSD, Medical Staff and other component initiated requisitions (Form 88) and notify those offices of reduced distribution requirement.

**JUSTIFICATION**

The entries made in the Logistics Section Requisition Number Assignment Log at time of assignment (telephone conversation) reflects all the information necessary for Section referral of inquiries to the action office.

(Favorable comment relative to this recommendation has been received from the Chief, Logistics Section.)

**RECOMMENDATION #6**

Discontinue maintenance of Logistics Section file containing copies of FE Station Post Reports.

**JUSTIFICATION**

No reference to this file is required by Logistics Section Personnel in the performance of their duties. In addition, this file duplicates the record holdings of the FE/Personnel Section.

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**RECOMMENDATION #7**

**Discontinue maintenance of the Miscellaneous Correspondence Log.**

**JUSTIFICATION**

**It is not felt that this Log serves any practical purpose in that file copies of the correspondence are available within the Section for reference as required.**

**(The Chief, Logistics Section has accepted and implemented this recommendation.)**

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**RECOMMENDATION #8**

Discontinue maintenance of the Rubber Stamp Procurement Log and in lieu thereof prepare and retain an extra copy of Form 1097 as suspense over the requisition until the order is received and then destroy.

**JUSTIFICATION**

Adoption of this recommendation would reduce the number of Logs maintained within the Logistics Section and still provide a suspense mechanism over procurement of rubber stamps.

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